

REQUEST FOR RECORDS RETENTION SCHEDULE
To be Submitted to the Records Management Division
Hall of Records CommissionSCHEDULE
NO.

420

PAGE
NO.

1 (of 3)

1. Requesting Agency

SUPREME BENCH OF BALTIMORE CITY

2. Division or Bureau of Requesting Agency

Jury Commissioner

3. Authorization Requested (Check only one of the squares below).

A

☐ Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

B

☒ Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

C

☐ Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.4.
Item
No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation
of Hall of Records
and Board of Public
Works.

1 QUESTIONNAIRE FOR PROSPECTIVE JURORS

Quantity: 64 file drawers

Size: Legal

Dates: 1915...

File Arrangement: Chronological

Index: In Items 2 and 3

The Jury Commissioner establishes and maintains a list of prospective jurors. This record series consists of questionnaires completed by prospective jurors in establishing their eligibility for jury service, giving name, residence, date of birth, education, occupation, employer, marital status, name and employer of spouse, citizenship, length of residency in Baltimore City, whether or not the prospective juror believes in the existence of God, the prospective juror's criminal record (if any), signature, and date the form is completed. This form also lists exemptions by law from jury service.

This record, once completed and pertinent data transcribed onto the master and service index cards, has limited value.

RECOMMENDATION: RETAIN PERMANENTLY.

2 MASTER CARD INDEX TO JURORS

Quantity: 254 card drawers

Size: 3" x 5" cards

Dates: 1915...

File Arr.: Alphabetical

This record series is the master card list of jurors, giving name, age, residence, occupation, name of spouse, occupation of spouse, time for service, and dates of service.

APPROVED
HALL OF RECORDS COMMISSION

(continued)

7. Agency, Division or Bureau Representative

Signature

Title

Date

Schedule Authorized as Indicated in Col. 6 by Hall of
Records Commission.

(A. Stafford Eollen)

Disposal Authorized as Indicated in Col. 6 by Board of
Public Works.

7/31/64

Date

Morris S. Daboff

Archivist

Date

Ludwig H. H. H. H.

Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

SCHEDULE
NO. 420
PAGE
NO. 2

4.
Item
No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation
of Hall of Records
and Board of Public
Works.

2 (cont.) RECOMMENDATION: RETAIN PERMANENTLY.

3

SERVICE INDEX CARDS

Quantity: 83 card file drawers

Size: 3" x 5"

Dates: 1915...

File Arrangement: Alphabetical

The Service Index Cards give the same data as the Master Index (Item 2), listing the prospective jurors eligible for jury duty. These cards are used to service the Master Index.

The Service Index Cards are considered nonrecord within the meaning of the statute governing nonrecord material (Annotated Code of Maryland, 1957 Edition, as amended, Art. 41, Sec. 179), and may be destroyed as soon as no longer needed by the office.

APPROVED
HALL OF RECORDS COMMISSION